



AGENDA

Late Reports

Ordinary Council Meeting

Thursday, 27 June 2024

A handwritten signature in grey ink, appearing to read 'Nicole Gibbs'.

Nicole Gibbs

Chief Executive Officer

Date: 26 June 2024

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ITEM 15 CEO'S OFFICE**15.20 Request for Rates Variation: Bridgetown Bowling Club****File Ref****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer:
Responsible Officer:

OFFICER RECOMMENDATION

1. That Council provide for a rates variation for all sporting groups that are not located on Shire-owned land. The variation to allow for the groups to pay no rates or reduced rates.

OR

1. That Council does not provide for a rates variation for all sporting groups that are not located on Shire-owned land.

IN BRIEF

The Bridgetown Bowling Club has written to the Shire, requesting a rates variation. Specifically, the group is hoping to pay no rates or minimal rates per annum.

The Shire CEO is hesitant to apply this level of reduction to one sporting group only and so is seeking Council direction on whether to apply a reduction to all sporting groups that operate on land not owned by the Shire. Note that the sporting groups are eligible to apply for the Shire's Community Grants for these types of purposes.

MATTER FOR CONSIDERATION

Council to consider whether to provide for a decrease in rates for all sporting groups that are not located on Shire-owned land.

BACKGROUND*Context and Current Situation*

In our Shire, sporting groups that own their land are not exempt from rates under the current legislation. Unlike these groups, most other local sporting clubs operate on Shire-owned land and are therefore subject to different financial arrangements.

Specifically, the Bridgetown Golf Club is one of the few clubs within our Shire that owns its own land and consequently incurs rates amounting to \$2,116 annually. Similarly, the Bridgetown

Bowling Club, another land-owning sporting group, is currently required to pay \$3,826 in rates for this fiscal year.

Conversely, sporting clubs that use Shire-owned facilities have a different cost structure. For example:

- The Football Club pays \$2,943 for building insurance and \$2,155 for ground rental, totalling \$5,098 annually.
- The Cricket Club is charged \$404 annually for the rental of their ground.
- The Greenbushes Golf Club, while using Shire land, incurs \$2,643 for building insurance.

In addition, other sports like netball and basketball utilise the Bridgetown Leisure Centre (BLC), where they are charged court hire fees as per the established fees and charges schedule.

Some Councils have implemented policies to provide rate relief to sporting groups that own their land. These policies are often aimed at reducing the financial burden on these clubs, recognising their role in providing recreational and social benefits to the community. However, our Shire does not currently have a similar policy in place.

Community Impact and Considerations

Many of our local sporting clubs, particularly the bowling and golf clubs, play a vital role in the social fabric of our community. These clubs often have significant memberships comprising pensioners and older adults who rely on these clubs not just for physical activity, but also for social interaction and community engagement.

Providing rate relief to these clubs could help keep membership fees lower, which in turn may support their sustainability and accessibility for members who might be on fixed incomes. This could be seen as being in the community's broader interest, enhancing the quality of life and social cohesion among our residents.

Given these considerations, Council is asked to deliberate on whether to approve a reduced rates amount for all sporting groups within the Shire that are not located on Shire-owned land.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

CM 3 - Asset Management

CP 3 - Facility Hire

FINANCIAL IMPLICATIONS

Approximately \$8,000 per annum and rising as rates increase each year.

STRATEGIC COMMUNITY PLAN

1 A growing community that is diverse, welcoming and inclusive.

CORPORATE BUSINESS PLAN

A growing community that is diverse, welcoming and inclusive.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Low impact regardless of Council decision.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Very High 15	Catastrophic 20	Catastrophic 25
	4 Likely	Moderate 4	High 8	High 12	Catastrophic 16	Catastrophic 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Very High 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

COMMENT

Nil

15.21 Setting of Councillor Allowances for 2024/25**File Ref**

Responsible Officer Megan Richards, Executive Manager, Community & Economic Development

Reporting Officer Tania Lockley, Community Development Project Officer

Attachments

1. Policy G 3 - Councillors Allowances & Expences [↓](#)
2. 2024 Determination of the Salaries and Allowances Tribunal for Local Government CEO's and Elected Members [↓](#)

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

OFFICER RECOMMENDATION

That Council, having regard to Policy G 3 – Councillors Allowances & Expenses:

1. Retain the method of payment of Councillor and President meeting fees as an annual attendance fee rather than a per meeting basis; and
2. Set Councillor Attendance Fees and Allowances for the following in 2024/25:
 - a. Annual Attendance Fee for Council Members - \$10,620
 - b. Annual Attendance Fee for Shire President - \$16,455
 - c. Annual President's Allowance - \$23,990
 - d. Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance
 - e. Annual Information and Communications Technology Allowance - \$2,100

IN BRIEF

The recommendations seek to approve the method and amount of meeting fees/allowances for councillors for the 2024-25 financial year, noting that Policy G 3 – Councillors Allowances & Expenses guides Council in this process.

Council is to have regard to the recent determination by the Salaries and Allowances Tribunal when setting fees or allowances for 2024/25.

MATTER FOR CONSIDERATION

Notwithstanding the existence of Policy G 3 – 'Councillors Allowances & Expenses' there remains a requirement on an annual basis for Council to formally resolve the amounts to be paid as councillor allowances. The policy provides direction to Council to consider setting the amount of the allowances at 60% of the band noting that the Deputy President Allowance (if Council determines to pay this allowance) is automatically set at 25% of the President's allowance.

BACKGROUND

Part 5, Division 8 (sections 5.98, 5.98A, 5.99 and 5.99A) of the *Local Government Act 1995* provides for council members (councillors) to receive certain payments.

The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members of local governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* (the Regulations).

The Tribunal divides all local governments in to four bands based on a number of factors including population, size of budget, complexity of issues, etc. The Shire of Bridgetown-Greenbushes has been classified as a Band 3 local government (same band as 2023/24).

Meeting attendance fees and annual allowance ranges have been increased by 4%, rounded to the nearest \$5.

The Tribunal notes that each local government is able to set remuneration within the band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the band, is justified.

The Tribunal has made the same determination regarding local government CEO remuneration however this report is restricted to addressing councillor fees and remuneration only.

Meeting Fees or Annual Attendance Fees – Councillors other than Shire President

Pursuant to section 5.98 of the Act a council member, mayor or president who attends a council or committee meeting is entitled to be paid a fee set by the Council within the range stipulated in the Tribunal's determination.

Pursuant to Section 5.99 of the Act a Council may decide by absolute majority that instead of paying council members, mayors or presidents a meeting fee it will be pay an annual attendance fee within the range stipulated in the Tribunal's determination.

A Band 3 Council is able to set a meeting fee for council members, other than the President, of between \$213 and \$447 for council meetings. The meeting fee for committee meetings (including the President) is to be between \$104 and \$224.

Alternatively Council, via absolute majority, can pay an annual attendance fee within the range of \$8,320 to \$17,711.

If Council decides to be consistent with the direction provided under Policy G3 – 'Councillors Allowances & Expenses', (being selecting an amount equivalent to 60% of the range specified by the Tribunal) the annual attendance fee for Councillors in 2024/25 would be \$10,620, an increase of \$412 from 2023/24.

Meeting Fees or Annual Attendance Fees – Shire President

The President can be provided with a higher meeting or annual attendance fee in recognition of the greater workload and responsibility associated with presiding at a council meeting.

A Band 3 Council is able to set a council meeting fee for the President between \$213 and \$686 for council meetings. The President would receive the same meeting fee for committees as determined for council members by the Council. Alternatively Council, via absolute majority, can pay the President an annual attendance fee within the range of \$8,320 to \$27,425.

If Council makes a decision consistent with the direction provided under Policy G3 – ‘Councillors Allowances & Expenses, (being selecting an amount equivalent to 60% of the of the range specified by the Tribunal) the annual attendance fee for the Shire President in 2023/24 would be \$16,455, an increase of \$633 from 2023/24.

Annual Allowance for President

Under section 5.98 of the Act Council can determine an allowance for the President (separate from meeting or annual attendance fees) within the range of \$1,113 to \$39,988.

If Council makes a decision consistent with the direction provided under Policy G3 – ‘Councillors Allowances & Expenses’, (being selecting an amount equivalent to 60% of the of the range specified by the Tribunal) the annual allowance for the Shire President in 2023/24 would be \$23,990, an increase of \$920 from 2023/24.

Annual Allowance for Deputy President

For the latter, section 5.98A of the Act allows Council to provide a special allowance to the Deputy President with the amount of the allowance being 25% of the President’s allowance.

In 2023/24 Council resolved to pay a Deputy President’s Allowance and has done so for several years.

Meetings Fees or Annual Attendance Fee

Policy G 3 – ‘Councillors Allowances & Expenses’ states that the method of payment of Councillor and President meeting fees is to be as an annual attendance fee rather than a fee per meeting basis.

The advantages of the “annual” method include:

- A “per meeting” fee doesn’t take into account all the work that a councillor does in between Council meetings. A councillor may undertake a significant amount of work between meetings but if he/she misses a meeting due to legitimate reasons they would not receive any payment towards that work.
- Under the Act only council or committee meetings trigger payment of a meeting fee therefore attendance at Council Concept Forums, workshops or working group meetings wouldn’t trigger payment of a meeting fee.
- Whilst the annualising of meetings fees can result in councillors receiving a fee when not attending meetings such as when an apology or on leave of absence it is a relatively rare occurrence for a councillor to take an extended leave of absence.

Reimbursement of Expenses Including Annual Allowances in Lieu of Reimbursement

Under the Act and Regulations councillors are entitled to reimbursement of telecommunications, information technology, child care, travel and accommodation expenses.

Pursuant to section 5.99A of the Act Council can decide by absolute majority that instead of reimbursing councillors for all of a particular type of expense it pay an annual allowance.

Where a Council has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the Act, section 5.99A of the Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.

In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:

- a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members
- b) the capacity of local governments to set allowances appropriate to their varying operational needs
- c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads)
- d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

The Tribunal has retained the Information and Communications Technology Allowance with a permissible range between \$500 and \$3,500.

If Council makes a decision consistent with the direction provided under Policy G3 – ‘Councillors Allowances & Expenses’, (being selecting an amount equivalent to 60% of the of the range specified by the Tribunal) the Information and Communications Technology Allowance would be \$2,100, the same as was provided in 2023/24.

For the purpose of section 5.99A of the Act Council can provide a \$100 annual allowance for travel and accommodation expenses. Historically this allowance isn’t provided and councillors can instead seek reimbursement of these costs.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

G 3 - Members Allowances/Expenses

FINANCIAL IMPLICATIONS

If the officer recommendation is carried the total value of councillor allowances for 2024/25 would be \$150,305 which is \$5002 or approximately 3.4% higher than allowances paid in 2023/24.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

14.1 Achieve excellence in organisational performance and service delivery.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Payment of the allowances at 60% of the band is recognised in the Long-Term Financial Plan

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

The current recommendations address the following Risk Management areas identified according to Policy RM1 – Financial and Reputational (External).

Financial Impact – the financial impact is high should an increase in Councillor Fees and Allowances not be included in the 2024/25 Budget.

Reputational Risk (External) – the reputational risk is moderate.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Critical 15	Critical 20	Critical 25
	4 Likely	Moderate 4	High 8	High 12	Critical 16	Critical 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Critical 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5



G 3 – Councillors' Allowances & Expenses

1. Objective

- a. To provide guidance and clarity about the allowances and expenses that will be paid to Councillors in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*.
- b. To enable Councillors to effectively carry out their role and functions and to ensure that they are not unduly financially disadvantaged when doing so.
- c. To remove barriers, promote inclusion and ensure that the opportunity to become a Councillor is available to all electors within the local government area.

2. Scope

This policy applies to all Councillors and employees.

3. Definitions

Councillor

Councillors are members of an elected body that makes decisions on behalf of a local government through a formal meeting process.

Generally, local government Council Members, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

Employee

A worker who performs work under the direction and control of their employers, works fixed hours and is paid for the work.

Worker

Any person who carries out work for a Person Conducting a Business or Undertaking (PCBU), including work as an employee, Councillor, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

4. Policy

4.1 Allowances & Expenses

a. Meeting Attendance Allowance

Meeting attendance allowances for Councillors are required to be determined each year by Council and adopted as part of the Annual Budget. The amounts will be within the range determined each year by the Salaries and Allowances Tribunal. Any taxation liability arising from the payment of meeting allowances is the responsibility of each Councillor. Payment may be made to a Councillor's superannuation fund if requested. Meeting attendance fees are payable in regular fortnightly payments on a regular day each fortnight.

The method of payment of Councillor and President meeting fees is to be as an annual attendance fee rather than a fee per meeting basis.

All Councillors other than the Shire President will receive an Annual Meeting Attendance Fee set at 60% of the range specified by the Tribunal for Band 3 Councils. The Shire President will receive



an "Annual President's Meeting Attendance Fee" set at 60% of the range specified by the Tribunal for Band 3 Councils. The figure of 60% was selected by comparing the level of payments made by other Band 3 Councils in Western Australia.

The "Annual Meeting Attendance Fee" covers attendance at all Council and Committee meetings, Concept Forums as well as any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils, Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).

b. President and Deputy President Allowance

President and Deputy President allowances are required to be determined each year by Council and adopted as part of the Annual Budget. The amounts will be within the range determined each year by the Salaries and Allowances Tribunal. Any taxation liability arising from the payment of meeting allowances is the responsibility of each Councillor. Payment may be made to a Councillor's superannuation fund if requested. These allowances are in addition to attendance allowance and paid in arrears as monthly instalments. The amount is set at 60% specified by the Tribunal for Band 3 Councils.

c. Information and Communication Technology Allowance

The Information and Communication Technology (ICT) allowance is determined each year by Council and adopted as part of the annual Budget and is within the range determined by the Salaries and Allowances Tribunal. The ICT allowance covers:

- Telecommunication expenses;
- Consumable supplies;
- Non-standard software or hardware; and
- Provision of an internet connection and data plan.
- This allowance is paid in arrears as quarterly instalments.

d. Cyber Security: ICT Equipment

For the purposes of cyber security, all Councillors, following their election, will be loaned a computer device, cover and keyboard as determined most appropriate by the Executive Director, Corporate Services. The device will remain the property of, and be insured by, the Shire. All devices will be renewed four years after their date of purchase, if required. The Shire will purchase and install antivirus software and any other program considered necessary to assist Councillors in performing their functions as a Councillor. Maintenance and support for the device will be provided by the Shire's ICT provider. All requests for assistance are to be directed to the Executive Manager, Corporate Services, in the first instance.

In the event of damage or loss, Councillors are to mitigate any further damage and notify the Shire as soon as possible. If a Councillor resigns mid-term, they must hand back the device to the Shire. Prior to retention, the device is to be provided to the Shire's ICT provider to erase, update and remove Shire related information and management systems.

If a Councillor would prefer to use their own personal computer device, it must be screened by the Shire's IT provider to ensure security.

e. Travel Costs

Councillors attending meetings or representing the Shire at meetings or events outside of the



Shire are encouraged to use a Shire vehicle. Reimbursement of travel costs is subject to the costs being adequately evidenced by providing the Director, Corporate Services, with the reason for travel, the date of the travel and an appropriate receipt. Councillors who incur travel costs while using their privately owned vehicle, pursuant to Regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*, are entitled to be reimbursed for travel expenses incurred because of the Councillor's attendance at a Council meeting, or a meeting of a Committee of which they are a member. The extent to which a Councillor can be reimbursed for reasonable travel costs is as determined by the Salaries and Allowances Tribunal. This is particularly relevant if a Councillor resides or works outside of the Shire. In accordance with Regulation 32(1) of the *Local Government (Administration) Regulations 1996*, Council has approved the additional circumstances for when reasonable travel costs incurred may be reimbursed.

- f. Attendance at meetings, briefings, workshops, presentations, deputations, ceremonies, functions, training, on-site inspections in connection with Councillors duties or as an authorised Council representative.

Travel costs incurred are to be calculated in accordance with the Salaries and Allowances Tribunal determination. For the purposes of this policy travel costs include parking fees (not parking fines).

Note that if a Councillor is gifted with an item (including tickets), the Conflict-of-Interest Policy must be complied with, and the gifts registered on the Gifts Register.

- g. Accommodation & Meals

Occasionally Councillors may attend meetings, training or conferences outside the Shire and, depending on the distance and time of day, may require overnight accommodation and meals. Accommodation must be pre-approved by the Chief Executive Officer and booked through the Executive Support Officer. Reasonably priced meals may be purchased in advance and reimbursed or purchased at the accommodation venue (e.g. hotel). Receipts must be retained.

- h. Childcare Costs

Councillors who incur childcare costs are entitled to be reimbursed if the expense is incurred by a Councillor in performing a function under the express authority of the Council or in his or her capacity of a Councillor, pursuant to Regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*. Reimbursement will be in accordance with the Salaries and Allowances Tribunal determination. The number of hours claimed will be limited to the actual length of the meeting, with a nominal time allowance for networking opportunities and travel to and from the place of care. Reimbursement of childcare costs will be processed upon receipt of the claim form and receipts which must include detail of the date, number of hours, rate and function/meeting attended. Childcare costs will only be paid upon evidence of out-of-pocket expenses.

- i. Insurance

Councillors will be provided with insurance cover for:

Personal Accident and Corporate Travel whilst performing their official duties. Cover does not include ordinary medical expenses.

Legal Representation Costs Indemnification for matters arising out of the performance of the official duties of their office. This does not apply if the performance or exercise of the official duty is (in the opinion of Council's legal advice) illegal, dishonest, against the interests of the Shire or otherwise in bad faith. Legal Representation Costs will not apply retrospectively. Councillors must notify the Chief Executive Officer, President or insurer immediately that they wish to access this

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insurance, BEFORE engaging a law firm.

Public Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the insurance policy.

j. Other Expenses

It is not expected that Councillors will incur any other expenses in the performance of their duties. If a Councillor incurs an expense that they believe should be reimbursed, the matter will be presented to Council for a determination.

5. Accountabilities and Responsibilities

a. Council is accountable for:

- Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
- Endorsing (or not) each organisational policy document in a timely and effective manner.
- Delegating implementation of each policy document to the CEO.

b. The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.

c. The Executive Management Team and Managers is responsible for:

- Ensuring that all employees under their direction comply with this policy document.
- Enacting process to redress non-compliance with this policy document.

d. All employees are individually responsible for complying with this policy document.

6. Risk Management

a. There is no guidance or clarity with regard to the allowances and expenses that will be paid to Councillors in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*.

b. Councillors are not able to effectively carry out their role and functions because they are unduly financially disadvantaged when doing so.

c. There are barriers, exclusions and limited opportunity for electors to become Councillors within the local government area.

7. Legislation, Policy and Other Relevant Documents

Act	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies Part 5, Division 8 <i>Local Government Act 1995</i> – Local government payments and gifts to its members</p>
Regulation	<p>Part 8 <i>Local Government (Administration) Regulations 1996</i> – Local government payments and gifts to members</p>



Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

8. Administration

Original Adoption Date	29 January 1998
Last Reviewed	30 June 2022
Last Updated	1 May 2024
Scheduled Reviewed Date	1 May 2027

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

Pursuant to Section 7A and 7B

5 April 2024

PREAMBLE

Statutory Context

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

6. Seventeen submissions were received. All submissions received were considered within the Tribunal's deliberations.

Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

Christmas and Cocos Islands

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

CONCLUSIONS

11. The Tribunal has reviewed the Total Reward Package (TRP) ranges and has determined to increase the Band 4 range to \$150,000 to \$230,000 prior to any other increases being applied. This change has been implemented to better reflect the responsibilities of Band 4 CEOs within the broader framework of other roles within the Tribunal's jurisdiction.
12. The Tribunal has determined that CEO remuneration Bands be increased by 4%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework, changes to role expectations in line with the ongoing changes to legislation, and other elements raised in the submissions.
13. The Tribunal notes that each local government must set remuneration within the Band to which it is allocated. Any increase, within the Bands, must be determined by each local government through its own assessment of whether changes are justified.
14. The Federal Government changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 11.5% on 01 July 2024. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration Bands in addition to the changes noted above.

15. In reviewing the Band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change Band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
16. The Tribunal received submissions requesting specific Local Governments be provided with the Regional/Isolation Allowance. The Tribunal reviewed these submissions and determined that no change to the Regional/Isolation Allowance would be applied, however other changes made by the Tribunal may work to provide these local governments additional flexibility in attracting and retaining staff.
17. The Tribunal will continue to monitor and review the local government Regional/Isolation Allowance over the coming year.
18. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries in addition to other factors. The Tribunal also considered specific issues associated with a Local Government brought to the Tribunal's attention through either submissions or the Tribunal's meetings.
19. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade to a wider group of regional local governments has been reviewed by the Tribunal. The Tribunal has agreed that for many Band 3 and 4 Non-Metropolitan local government, a motor vehicle is required to undertake the role of Chief Executive Officer effectively. As a result, the Tribunal has determined that for Band 3 and 4 Local governments, outside of the Perth metropolitan area, any motor vehicle provided to the CEO is not to be considered part of the Total Reward Package in line with 5.1(1) in 'Part 5: Motor Vehicle' of the Determination.
20. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 4%. The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that Elected Members fees should be set to compensate costs for the prescribed role of an Elected Member. The role of an Elected Member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* presented to the Parliament in 2011, and there has been no change in this view from Government or the Parliament as far as the Tribunal is aware.
22. The Tribunal considered a request to create a fifth Band to cater for the four highest population local governments along with a subsequent increase in remuneration. The Tribunal did not agree with this claim for two reasons. Firstly, the Tribunal takes into consideration a range of factors when classifying local governments, not just populations and budget. There are a number of factors that lead to a Band 1 classification, as the Tribunal's framework is broad based. The Tribunal recognises that some local governments may be best placed at the top of the Band while others may be better reflected at the mid-point or bottom of the Band. The framework allows for individual local governments to manage the unique factors they face within the framework.

23. Secondly, the recent changes to the Local Government Act and the introduction of classes is also based on a four class model. The classes model also shows that local governments within the Band 1 group have similar responsibilities despite the fact they each face their own unique challenges. The Tribunal is therefore satisfied that the current four Band model is appropriate for the local government sector and that the remuneration levels are appropriate within the wider framework of offices under the Tribunal's jurisdiction.
24. The Government, through the Department of Local Government, Sport and Cultural Industries (DLGSC), is looking to introduce reforms which will enable superannuation payments to be made to local government council members. The Tribunal's Determination relates only to the fees and allowances provided to council members. For information related to these reforms, please refer to [Full Reform Proposals](#) on the DLGSC website.
25. All other allowances remain unchanged.

The Determination will now issue.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
SALARIES AND ALLOWANCES ACT 1975**

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2024*.

1.2 Commencement

This determination comes into operation on 1 July 2024.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to Elected Members.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;

- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;
- (b) a regional local government –
 - (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - (ii) includes the chair of the regional local government;

Independent committee member means a person who is a committee member but who is neither a council member nor an employee.

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

metropolitan region means a local government noted as being included in the Metropolitan Region Scheme as defined in the First Schedule of the Metropolitan Region Town Planning Scheme Act 1959.

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person’s entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$277,622 - \$422,771
2	\$228,973 - \$356,181
3	\$175,105 - \$288,817
4	\$156,780 - \$240,396

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

Table 2: Regional local government councils band classification

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Resource Recovery Group	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$228,973 - \$356,181).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
 - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
 - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 and outside of the metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;

- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
- (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
- (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and

- (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$666	\$858	\$666	\$1,174
2	\$406	\$634	\$406	\$848
3	\$213	\$447	\$213	\$686
4	\$99	\$260	\$99	\$530

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$99	\$260	\$99	\$530

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- The ranges of fees in Table 6 apply where a local government or regional local government decides to pay a council member or independent member a fee referred to in –
 - section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or

- section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
 - Section 5.100(2)(a) of the LG Act for attendance at a committee meeting
- (a) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)				
Band	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
1	\$338	\$432	\$0	\$432
2	\$203	\$317	\$0	\$317
3	\$104	\$224	\$0	\$224
4	\$52	\$130	\$0	\$130

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)				
	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
All regional local governments	\$52	\$130	\$0	\$125

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$26,624	\$34,278	\$26,624	\$51,412
2	\$16,089	\$25,137	\$16,089	\$33,706
3	\$8,320	\$17,711	\$8,320	\$27,425
4	\$3,884	\$10,286	\$3,884	\$21,138

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,945	\$11,430	\$2,137	\$17,139

**PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR,
DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$64,929 to \$144,900.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$55,463	\$97,115
2	\$16,640	\$68,552
3	\$1,113	\$39,988
4	\$556	\$21,710

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$556	\$21,710

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 5 April 2024.

M Seares AO
CHAIR

Hon J Day
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Performing functions of mayor or president if vacant

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.

ITEM 16 CORPORATE SERVICES

16.3 Levying Rates in 2024/25 - Setting the Rates in the Dollar and Minimum Payments

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Megan Richards, Executive Manager, Community & Economic Development

Attachments 1. Objectives Reasons of Differential Rates 2024-25 [↓](#)

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

OFFICER RECOMMENDATION

That Council

1. Apply differential rates when drafting the 2024/25 Annual Budget.
2. Note that as a result of the higher rate in the dollar (above double) applied to the “Mining Gross Rental Value” an additional \$85,541 is to be raised and this amount is to be transferred to the “Maintenance and Renewal of Mine Heavy Haulage Roads Reserve” in the 2024/25 budget.
3. In accordance with section 6.36 of the Local Government Act 1995 endorse the advertising for public submissions on the proposed differential rates as set out in the table below and make available to the public, the attachment to this report setting out the objects and reasons for the differential rates:

Rate Category	Rate in \$	Minimum Payment
General Gross Rental Value (GRV) Properties	11.0431	1,195.00
Mining Gross Rental Value (MRV) Properties	21.4750	1,195.00
Rural Unimproved Value (UV) Properties	0.4623	1,481.00
Mining Unimproved Value (MUV) Properties	6.8326	219.00

4. Authorise the CEO to;
 - a. Report back to Council any public submissions in relation to the proposed differential rates.
 - b. Seek the approval of the Minister to impose in 2024-25 a differential Mining UV rate which is more than twice the lowest general differential UV rate.

IN BRIEF

In Accordance with s.6.36 of the Local Government Act 1995 (the Act) Council is required to establish the differential rates it will advertise prior to final consideration and adoption of the 2024/25 Budget. This matter is brought before Council to consider a proposal for the setting of differential rates for the 2024/25 budget.

Rate in the dollar has been modelled at 7.5% for this report based on Councillor feedback from rate percentage workshops. **This rate in the dollar figure is not being adopted by Council at this point in time.** A final percentage will be decided after Council consideration of community submissions and further discussion.

MATTER FOR CONSIDERATION

The 'rates in the dollar' and 'minimum payments' being recommended will deliver an overall rate increase in keeping with the estimated budget requirements.

As part of the 2024/25 budget preparations officers and/or Council has considered the following;

- The outcomes from Council's annual assessment of the current Corporate Business Plan.
- The initiatives within the Shire's Strategic Community Plan.
- The review of the funding allocation included in Council's forward capital works plans for Road Infrastructure.
- The review of the Plant Replacement Program.
- The need to purchase financial software before Synergy ceases to exist in its current form.
- Efficiency measures:
 - A review of the staff structure across the organisation.
 - Reducing the number of employees at management level and creating more positions on the outdoors crew.
 - Continued investigation into employment sharing opportunities with neighbouring local governments including the Environment Health Officer.
 - The reduced number of employees once the financial and payroll software has been introduced.

Following consideration of the above items Officers have determined the preliminary budget requirement for 2024/25 on the following basis;

- Review of all operational revenue sources and expenditure.
- All proposed Corporate Business Plan actions for 2024/25.
- Funding allocations identified in capital works plans.
- All community grants and other donations have been incorporated in line with Council's working group recommendations.
- Increase in discretionary fees and charges as per Council's recommendations.
- Employee salaries and wages – 4.6% increase.
- Employee superannuation – 0.5% increase in accordance with legislative requirements.
- Insurance premiums - 8.5% increase as estimated by Council's insurer.

- Additional insurance premium for increase in buildings insured values.

The proposed differential rates and minimum payments consider the annual revaluation of Rural Unimproved Value properties and will maintain existing relativities (adjusted for natural growth) between all rating categories to those that applied in the 2023/24. This will ensure a fair distribution of the required rates yield from one year to the next.

A comparison of the proposed minimum payments compared to 2023/24 is detailed below:

	2023/24	2024/25
General Gross Rental Value (GRV) Properties	\$1,112.00	\$1,195.00
Mining Gross Rental Value (MGRV) Properties	\$1,112.00	\$1,195.00
Rural Unimproved Value (UV) Properties	\$1,378.00	\$1,481.00
Mining Unimproved Value (UV) Properties	\$211.00	\$219.00

The recommendations before Council relate only to undertaking the prescribed advertising for public submissions of the propose differential rates and minimum payments, and to seek approval from the Minister to impose in 2024/25 a differential Minim UV rate which is more than twice the lowest general differential UV rate.

Adopting the officer recommendations does not commit Council to the ‘rates in the dollar’ or ‘minimum payments’ proposed. Council is required to consider any public submissions received prior to making its final decision and adopting the 2024/25 rating information.

BACKGROUND

Rates are a significant proportion of the Shire’s revenue and are used to achieve the aspirations and objectives of the Shire’s Strategic Community Plan. The purpose of levying rates is to meet the Shire’s budget requirements to deliver services and community infrastructure each financial year.

To set rates for its budget, Council estimates the total rate revenue that it will need and sets a rate in the dollar for each rating category that will generate that revenue. Individual property valuations determine what proportion of the total rate requirements are to be met by each owner, and this proportion will change when a property’s valuation changes.

Council last reviewed its rating strategy as part of the 2023/24 budget process. Council considered its existing differential rating categories in line with the key values contained within the Rating Policy Differential Rates (s.6.33) released by the Department of Local Government, Sport and Cultural Industries being;

- Objectivity
- Fairness and equity
- Consistency
- Transparency and administrative efficiency

No changes are proposed in the 2024/25 rating year to Council’s existing differential rating categories.

Statutory Environment

Local Government Act 1995

s.6.32(1) Rates and service charges

s.6.33(1) Differential general rates

s.6.35(4) Minimum payment

s.6.36 Local Government to give notice of certain rates

POLICY IMPLICATIONS

P 14 - Payments of Rates & Other Outstanding Debts by Employees

FINANCIAL IMPLICATIONS

This item has no bearing on the rates revenue being collected in 24/25. The estimated revenue to be generated from the proposed rates and minimum payments will be included in the draft 2024/25 budget.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

14.1 Achieve excellence in organisational performance and service delivery

CORPORATE BUSINESS PLAN

Outcome 14 Effective governance and financial management

14.2 Improve real and perceived value for money from Council rates

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Risk Management is Compliance, Reputational (External).

If Council does not accept the Officer recommendations, the risks are:

- Compliance – the compliance risk is high and relevant to recommendation 3 and 4. Advertising Council’s intent to raise differential rates is part of the statutory requirements to ensure rates are levied in accordance with legislation and are not at risk of being ruled improperly raised or imposed.
- There is a risk to Council that the 2024/25 Budget will not be adopted by the statutory deadline of 31 August 2024 if the Minister does not approve Council’s Mining UV differential rate.
- Reputational Risk (External)– the reputational risk is high given the potential of community becoming aware that Council have been unable to adopt the 2024/25 Budget within the statutory deadline.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5



**OBJECTIVES AND REASONS FOR PROPOSED DIFFERENTIAL RATES
FOR THE YEAR ENDING 30 JUNE 2025**

In accordance with Section 6.36 of the *Local Government Act 1995*, the Shire of Bridgetown-Greenbushes is required to publish its Objects and Reasons for implementing Differential Rates.

Overall Objective

The purpose of the levying of rates is to meet Council's budget requirements in each financial year to deliver services and community infrastructure. The Shire of Bridgetown-Greenbushes maintains facilities for and provides services to a diverse and changing district comprising residential, commercial, industrial, rural and mining land.

Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year. Section 6.33 of the *Local Government Act 1995* provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Bridgetown-Greenbushes. The application of differential rating maintains equity in the rating of properties across the Shire, enabling the Council to provide facilities, infrastructure and services to the entire community.

As part of its budget deliberations Council has determined the budget deficiency by:

- Assessing the current Corporate Business Plan taking into consideration the Shire's Strategic Community Plan
- Review the funding allocation included in Council's forward capital works plans for Road Infrastructure.
- Reviewed the Plant Replacement Program
- Consideration of the following efficiency measures;
 - A review of the staff structure across the organisation
 - Continued investigation into employment sharing opportunities with neighbouring local governments including the Environment Health Officer.

The estimated budget deficiency will require an increase to the rate yield of 7.5% from the 2023/24 rate yield (adjusted for natural growth).

In setting the rates in the dollar Council has considered its existing differential rating categories in line with the key values contained within the Rating Policy Differential Rates (s.6.33) released by the Department of Local Government, Sport and Cultural Industries, being:

- Objectivity
- Fairness and equity
- Consistency
- Transparency and administrative efficiency

For the 2024/25 financial year Council will maintain all existing differential rating categories that applied in 2023/24. These categories ensure that rate revenue is collected on a fair and equitable basis, taking into consideration the cost of delivering services to each of the respective land classes in the district.

Council will maintain existing relativities between all rating categories to those that applied in 2023/24 (adjusted for natural growth). This will ensure a consistent and equitable distribution of the required rates yield from one year to the next.

RATING CATEGORIES

Gross Rental Value (GRV) Properties

The *Local Government Act 1995* determines that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Shire of Bridgetown-Greenbushes applies the following differential Gross Rental Value rating categories:

General Gross Rental Value (GRV) – Consists of properties that are used for residential, commercial and industrial purposes and is considered to be the base rate by which all other GRV rated properties are assessed. The rate in the dollar applied ensures this rating category will pay a particular percentage of the overall rate yield to reflect the level of services provided.

Mining Gross Rental Value (GRV) – This category applies to mining leases with improvements on the land. These improvements include offices, workshops and processing facilities.

The object of this differential rate is to raise additional revenue to contribute towards higher road maintenance and renewal costs associated with mine site activity, specifically the high volume of heavy haulage traffic on Council roads.

Differential Gross Rental Value (GRV) Rates

	<u>Rate in the \$</u>	<u>Minimum Payment</u>
General Gross Rental Value (GRV)	11.0431 cents	\$1,195
Mining Gross Rental Value (GRV)	21.4750 cents	\$1,195

Unimproved Value (UV)

The *Local Government Act 1995* indicates that where the land is used predominantly for rural purposes, the unimproved value of the land will be used as the basis for the rates. Unimproved value (UV) means the capital amount that an estate of fee simple in the land might reasonably be expected to realise upon sale, assuming that any improvements to the land had not been made. Unimproved values are supplied and updated by the Valuer General on an annual basis. Council applies the following differential unimproved value rating categories:

Rural Unimproved Value (UV) – Consists of properties that are exclusively for rural use and is considered to be the base rate by which all other UV rated properties are assessed. The rate in the dollar applied ensures this rating category will pay a particular percentage of the overall rate yield to reflect the level of services provided.

Mining Unimproved Value (UV) – Consists of mining prospecting and exploration tenements located in the district. The higher rate applied to this category reflects the Shire’s experience that mining activities associated with these tenements impact as follows:

- there is greater burden on the Shire’s internal road network caused by heavy haulage mining vehicles e.g. trucks, drill rigs and excavators;
- disturbance to the landscape on and adjacent to tenements requires Shire oversight and input with noxious weed mitigation and management; and
- administration and oversight of the application and approvals process for new tenement areas noting that these applications do not attract a fee to the Shire.

Differential Unimproved Value (UV) Rates

	<u>Rate in the \$</u>
Rural Unimproved Value (UV)	0.4623 cents
Mining Unimproved Value (UV)	6.8328 cents

Differential Minimum Payments (UV)

A reduced minimum payment will apply to Mining (UV) properties. This will ensure not more than 50% of properties within this category are on the minimum payment as required by Section 6.35 of the Local Government Act 1995.

	<u>Minimum Payment</u>
Rural Unimproved Value (UV)	\$1,481
Mining Unimproved Value (UV)	\$219

SUMMARY

In arriving at the proposed rates in the dollar Council has attempted to balance the need for revenue to fund essential services and facilities with the desire to limit increase for ratepayers to an affordable level in an equitable manner.

Submissions addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, P.O. Box 271, Bridgetown WA 6255, by electors or ratepayers in respect of the proposed Differential Rates shall be lodged and received at the Shire Offices by close of business Thursday, 22 July 2024.

ITEM 17 COMMUNITY AND ECONOMIC DEVELOPMENT**17.3 Corporate Business Plan Annual Review – 2024****File Ref****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Megan Richards, Executive Manager, Community & Economic Development**Attachments** 1. CBP Review - Completed [↓](#)**Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer:

Responsible Officer:

OFFICER RECOMMENDATION

That Council

1. Endorse the proposed changes to actions for Outcomes 1 to 16 of the current Corporate Business Plan as presented in the report Attachments.
2. Authorise the CEO to update information contained within the current Corporate Business Plan such as the financial summary, employee numbers, statistical data, information on recent achievements, selected photographs, operating expenditure and capital expenditure, with this updated information being incorporated into a new 'Corporate Business Plan 2024-2028.'
3. Authorise the Shire President to include a new 'Shire President's message' on Page 2 of the Corporate Business Plan.

IN BRIEF

In accordance with section 5.56 of the Local Government Act 1995 all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to a long-term value creation.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The Plan draws together actions contained within the informing strategies of Council's Integrated Planning Framework including but not limited to the Long Term Financial Plan, Asset Management Plans and capital works plans.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Corporate Business Plan. Attached for Council's consideration is the 2024 review of the Corporate Business Plan actions.

MATTER FOR CONSIDERATION

To achieve its vision the Strategic Community Plan lists five supporting aspirations. These aspirations align with core pillars – people, planet, place, prosperity and performance. Contained in the Strategic Community Plan under these 5 pillars are 16 outcomes and 39 objectives. The draft Corporate Business Plan 2024-2028 contains a total of 80 Actions to deliver on the outcomes and objectives outlined in the Strategic community Plan.

A Corporate Business Plan Councillor workshop session was held in June. At this workshop, each of the current actions contained in the Corporate Business Plan were assessed by Councillors. This process identified several actions requiring modification (either in wording or timing for implementation), for removal from the Plan. All these changes are reflected in the two attachments to this agenda item.

The workshop session resulted in several changes including:

- Timelines for implementing several actions were amended accordingly.
- 19 actions have been completed and therefore deleted from the actions.
- 48 actions are recommended for deletion as councillors at the workshop determined the actions were no longer necessary or relevant.
- 21 actions were reworded to improve sentence structure including 13 occurrences of 'Implement' in the place of 'Provide the implementation of', 7 occurrences of 'Develop' and 1 occurrence of 'Complete'. This rewording enhances the measurable and reportable quality of the action items and clearly specifies the desired result.
- Renumbering of actions has occurred where actions are listed for deletion.

The costs associated with each action have yet to be determined. The determination of what can be funded in each of the 4 years of the Corporate Business Plan is done regarding the current Long Term Financial Plan, specifically the amount of own source funding required each year.

Council is currently implementing several Talison funded projects. As Talison administers its financial year from January to December Council will submit several projects to be funded by Talison late this year. The outcome of a funding proposal will directly impact how some of the actions in the Corporate Business Plan are funded. The outcome is expected to be known by January 2025. Once known a further review of the Corporate Business Plan may need to occur to insert a reviewed financial summary to implement actions over the 4 year life of the Plan.

The Strategic Community Plan, in its current form, has been in place for 4 years and is due for a comprehensive review driven by community engagement to understand community sentiment and change. This review will provide Council with a new Strategic Community Plan and will directly impact the actions outlined in the Corporate Business Plan 2024-2028. A full review of the Corporate Business Plan 2024-2028 will be required once the new Strategic Community Plan is finalised.

The first attachments to this report list all the proposed changes to actions contained in the current Corporate Business Plan. The second attachment provides the draft Corporate Business Plan 2024-2028 action items. The updated action tables will be incorporated into the updated Corporate Business Plan.

In addition to the changes to actions there are other changes that will have to be done before the new Corporate Business Plan is finalised. These include:

1. Update information such as the financial summary, employee numbers, statistical data and information on recent achievements.

2. A new 'Shire President's message' on Page 2.
3. Possible update of photographs where relevant.

BACKGROUND

The Corporate Business Plan is developed as part of the Integrated Planning and Reporting Framework as an internal business planning tool that translates Council priorities into actions outside of normal operations, within the resources available. The plan details the services, and projects a local government will deliver within a defined period (4years). It also contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure.

The Corporate Business Plan is used to support the development of the Shire's Annual Budget, translate the Strategic Community Plan into actions, provide a link to existing service delivery that supports achieving the aspirations and outcomes set out in the Strategic Community Plan, and align with financial and other resources set out in the informing strategies.

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activation of the Strategic Community Plan.
- Operations planning including asset management, financial management and workforce management.

A comprehensive review of the Corporate Business Plan was undertaken in 2021 resulting in Council adopting an entirely new Corporate Business Plan in June 2021. The first annual review was completed by Council in June 2022. The 2024 review is the third annual review of this plan, 2025 will issue in the development of a new Corporate Business Plan based on the outcomes and objectives of the new Strategic Community Plan 2025-2029.

Annual reporting on the implementation of the Corporate Business Plan occurs in the Annual Report noting that the 2023/24 Annual Report will be based on the Corporate Business Plan applicable to that financial year.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Section 5.56 of the *Local Government Act 1995* requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the *Local Government (Administration) Regulations 1996* state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

Section 5.56 of the *Local Government Act 1995* requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the *Local Government (Administration) Regulations 1996* state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

- 19DA. Corporate business plans, requirements for (Act s.5.56)
- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
 - (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
 - (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for **the district, a local government’s priorities for dealing with the objectives and aspirations** of the community in the district; and
 - (b) govern a **local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s** resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
 - (4) A local government is to review the current corporate business plan for its district every year.
 - (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of **modification of the local government’s strategic community** plan.
 - (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
 - (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs associated with implementing actions listed for determination in 2024/25 will be incorporated into the 2024/25 draft budget.

STRATEGIC COMMUNITY PLAN

- 13 Proactive, visionary leaders who respond to community needs.
- 14 Effective governance and financial management.

CORPORATE BUSINESS PLAN

- Objective 14.1 Achieve excellence in organizational performance and service delivery
- Action 14.1.2 Provide an annual review of the Corporate Business Plan

LONG TERM FINANCIAL PLAN

The Corporate Business Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately and sustainably funded.

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

The Workforce Plan is currently being reviewed and will assess the implications of the various strategies and actions of the Strategic Community Plan and Corporate Business Plan on the Shire’s workforce.

RISK MANAGEMENT

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Risk Management is Compliance, Reputational (External).

Compliance – the compliance risk is Medium. The adoption of this plan is a legislative requirement, failure to adopt a Corporate Business Plan would result in non-compliance with the Local Government Act.

Reputational Risk (External)– the reputational risk is Medium given the potential for community to become aware that Council is non-compliant with the Local Government Act.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Critical 15	Catastrophic 20	Catastrophic 25
	4 Likely	Moderate 4	High 8	High 12	Critical 16	Critical 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Critical 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

COMMENT

Nil

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Outcome 1 – A growing community that is diverse, welcoming and inclusive

Objectives		Actions		Linked Strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
1.1	Improve family and youth services and facilities to attract and retain families.	1.1.1	Implement Youth Plan	Youth Plan	Executive Manager Community and Economic Development	●	●	●	●	●
		1.1.2	Provide and/or partner with stakeholders to improve access to youth activities, support services, counselling and mentoring for young people within the Shire.	Youth Plan	Executive Manager Community and Economic Development	●	●	●	●	●
1.2	Understand and meet the needs of an aging population.	1.2.1	Provide a review of the Age-Friendly Community Plan (2025-2030).	Age-Friendly Community Plan 2021-2025	Executive Manager Community and Economic Development	●				
1.3	Improve access and inclusion across all services and facilities.	1.3.1	Provide universal access playground equipment at Memorial Park, Thomson Park and Highlands Estate.	Disability Access and Inclusion Plan 2019	Executive Manager Infrastructure	●	●			
1.4	Grow recognition and respect for all cultures.	1.4.1	Implement the Reconciliation Action Plan	Reconciliation Action Plan	Executive Manager Community and Economic Development	●				

Outcome 2 – Good health and community wellbeing

Objectives		Actions		Linked Strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
2.1	Advocate for quality health and community services.	2.1.1	Provide a Local Public Health Plan	Public Health Act	Executive Manager Community and Economic Development		●			
		2.1.2	Advocate for hospital, specialist, GP and allied health services to be retained and improved to meet community needs.		Shire President/ Chief Executive Officer	●	●	●		
		2.1.3	Advocate for improved access to mental health services and drug and alcohol support.		Shire President/ Chief Executive Officer	●	●	●	●	●
2.2	Provide quality sport, leisure and recreation services.	2.2.1	Obtain tenure of the ex-Water Corporation dams at Dumpling Gully in Greenbushes		Principal Project Manager	●				
		2.2.2	Provide concept plans for development of the ex-Water Corporation dams at Dumpling Gully for recreational use.		Principal Project Manager		●			
		2.2.3	Implement the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project"		Principal Project Manager			●		
		2.2.4	Provide safety improvements to terrace seating at the aquatics complex.		Manager Building Assets	●				
		2.2.5	Implement the Activation Plan for the Bridgetown Leisure Centre, increasing participation and retention.		Executive Manager Community and Economic Development	●	●	●	●	

		2.2.6	Provide the Geegelup Mountain Bike Trail Network Project	Local Trails Plan	Executive Manager Community and Economic Development	●	●			
		2.2.7	Provide new retaining walls/pathways to improve court viewing areas at Bridgetown Tennis Club		Principal Project Manager		●			
2.3	Become a hub of excellence in art, culture and community events (continued).	2.3.1	Advocate to the Western Australian Government to obtain suitable tenure of land over the Railway Goods Shed and surrounding railway land		Shire President/ Chief Executive Officer	●				
		2.3.2	Provide a concept plan for the development of the Railway Goods Shed and surrounding railway land as an arts and culture precinct.		Principal Project Manager		●			
2.4	Build community capacity by supporting community organisations and volunteers.	2.4.1	Fund community grants and donations.		Executive Manager Community and Economic Development	●	●	●	●	●
		2.4.2	Provide recognition of the value of volunteers and promote volunteering opportunities to attract and retain local volunteers		Chief Executive Officer	●	●	●	●	●

Outcome 3 – A safe community for people and animals

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
3.1	Maintain high levels of community safety.	3.1.4	Enhance CCTV and allow local police access to coverage		Executive Manager Community and Economic Development	●				
3.2	Encourage responsible animal management.	3.2.1	Provide a community education program on responsible pet ownership.		Executive Manager Community and Economic Development	●	●	●	●	●
		3.2.2	Provide a review of dog exercise areas including the need for fenced areas.		Principal Project Manager		●			

Outcome 4 – The Shire of Bridgetown-Greenbushes continues to be naturally beautiful

Objectives		Actions		Linked Strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
4.1	Conserve and enhance the natural environment for current and future generations to enjoy.	4.1.1	Provide concept plans and preliminary costings for the Geegelup Brook Restoration Project to restore ecological waterway, improve water quality, construct boardwalk/walktrail along bank of creek, landscaping, car park improvements..		Principal Project Manager		●			
		4.1.2	Provide detailed design plans, costings and funding model for Geegelup Brook Restoration Project.		Principal Project Manager			●		
		4.1.3	Implement the Geegelup Brook Restoration Project		Principal Project Manager				●	

Outcome 5 – Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters

Objectives		Actions		Linked Strategies	Responsible	Timing				
						24/25	24/26	26/27	27/28	29+
5.1	Develop community readiness to cope with natural disasters and emergencies.	5.1.1	Partner with members of the Warren Blackwood Alliance of Councils to implement a Sub-regional Climate Change Strategy.		Executive Manager Community and Economic Development	●	●	●	●	●
		5.1.2	Partner with the Local Emergency Management Committee (LEMC) to promote greater community awareness and compliance with emergency management and recovery plans.	Local Emergency Management Arrangements	Community Emergency Services Manager	●	●	●	●	●
		5.1.3	Partner with DFES and other local governments to increase capacity to ensure continued development of bush fire mitigation plans.		Community Emergency Services Manager	●	●	●	●	●
		5.1.4	Provide bush fire mitigation activities on Shire controlled land.		Community Emergency Services Manager	●	●	●	●	●
5.2	Encourage the adoption of sustainable practices.	5.2.1	Provide a “Tip Shop” at the Waste Site in an effort to reduce landfill.		Principal Project Officer	●				
		5.2.2	Investigate contemporary renewable energy practices for use in the shire.		Shire President/Chief Executive Officer				●	●
		5.2.3	Implement the Waterwise Action Plan.	Waterwise Action Plan	Executive Manager Community and Economic Development	●	●	●	●	●

		5.2.4	Partner with key stakeholders to improve awareness and adoption of sustainable behaviours (such as those related to water, energy, eco-housing, regenerative farming and electric vehicles).		Executive Manager Community and Economic Development	●	●	●	●	●
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Outcome 6 – A sustainable, low-waste, circular economy

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27+	
6.1	Provide sustainable, cost effective waste management infrastructure and services.	6.1.1	Partner with other inland south west local governments to evaluate and develop sustainable, regional waste management solutions.		Chief Executive Officer	●	●			
		6.1.2	Review the process of assessing areas receiving kerbside waste collection services.		Executive Manager Infrastructure	●				
		6.1.4	Complete waste site review.		Executive Manager Infrastructure	●				
		6.1.5	Provide a waste site development plan to address current and future requirements of the site, including the aesthetics.		Executive Manager Infrastructure		●			
		6.1.6	Provide a post closure waste site plan.		Executive Manager Infrastructure		●			
		6.2	Encourage the adoption of sustainable waste behaviours through waste education and communications.	6.2.1	Provide a communications campaign to improve community awareness and adoption of sustainable waste behaviours (recycling, composting, removing contaminants, etc.).		Executive Manager Community and Economic Development		●	●

Outcome 7 – Responsible and attractive growth and development

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
7.1	Plan for a diverse range of land, housing and development opportunities to meet current and future needs.	7.1.1	Provide a Local Planning Strategy, in consultation with community, to plan thoughtfully, creatively and sustainably for population growth, affordable housing, and protection of environmental values to guide the development and delivery of Town Plan Scheme 7.		Executive Manager Planning & Development		●			
		7.1.2	Provide a consolidated Town Plan Scheme (amalgamation of TPS 5 and TPS 6).		Executive Manager Planning & Development	●	●			
		7.1.3	Provide a Town Plan Scheme 7.		Executive Manager Planning & Development			●		
7.2	Advocate for adequate infrastructure to support responsible growth.	7.2.1	Advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.		Shire President/ Chief Executive Officer	●	●	●		
		7.2.2	Advocate for improved telecommunications.		Shire President/ Chief Executive Officer	●	●	●	●	●
7.3	Create vibrant, attractive and welcoming towns	7.3.1	Develop the Bridgetown Place Plan that encompasses local tree, verge planning and a safety audit of Hampton Street.		Principal Project Manager	●				

		7.3.2	Implement the Greenbushes Transformation Project.		Principal Project Manager	●	●	●	●	
		7.3.3	Renovate the public toilets at Bridgetown Civic Centre (internal and external).		Principal Project Manager		●			
		7.3.4	Provide a unisex vaulted toilet at Sunnyside Reserve.		Principal Project Manager				●	
7.4	Provide attractive and sustainable parks, playgrounds and reserves.	7.4.1	Develop and Implement a Park Facilities Plan addressing infrastructure renewal but also including a playground assessment and hierarchy.		Principal Project Manager	●				
		7.4.2	Develop the Bridgetown Parks and Playgrounds Improvement Project and a future fenced dog park.		Principal Project Manager		●			
7.5	Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way.	7.5.1	Develop and implement the long term parks renewal and upgrade infrastructure plan.		Principal Project Manager	●	●	●	●	●

Outcome 8 – Local history, heritage and character is valued and preserved

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
8.1	Identify, preserve and showcase significant local history and heritage.	8.1.1	Implement the Town Hall and Civic Centre Revitalisation Project.		Principal Project Manager	●				
		8.1.2	Partner with the Historical Society to improve promotion of local history and heritage.		Executive Manager Community and Economic development	●	●	●		

Outcome 9 – Safe, affordable and efficient movement of people and vehicles

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
9.1	Improve road safety and connectivity.	9.1.1	Facilitate construction of the Greenbushes Mine Access Road.		Executive Manager Infrastructure	●				
9.2	Provide sufficient parking for all types of vehicles.	9.2.1	Implement the landscaping and safety elements of the Greenbushes CBD Parking and Safety Enhancement Project.		Executive Manager Infrastructure	●				
9.3	Develop a safe, well connected network of paths and trails for all users.	9.3.1	Provide an audit of the urban pathway networks in Bridgetown and Greenbushes to identify gaps in servicing key community places.	Place Plan	Executive Manager Infrastructure	●				
		9.3.2	Provide an audit of existing footpaths to identify universal access requirements (i.e. safe crossings, reduce large kerbs, widen footpaths, fix uneven surfaces, seal gravel footpaths, regular cleaning and maintenance, etc.) (Place Plan – 7.3.1)	Place Plan	Executive Manager Infrastructure	●				
		9.3.3	Provide footpath renewals, upgrades and extensions as per the long term plan (Place Plan 7.3.1)		Executive Manager Infrastructure	●	●	●	●	●

Outcome 10 – A strong diverse and resilient economy

Objectives	Actions	Linked strategies	Responsible	Timing				
				24/25	25/26	26/27	27/28	29+
10.1 Strengthen the Shire of Bridgetown Greenbushes' competitive advantage to attract new businesses and investors to the area.	10.1.1 Provide a feasibility for the development of the Light Industrial Area (LIA) in Bridgetown.		Principal Project Manager	●				
10.2 Attract high growth industries, businesses and investors that are aligned with local values.	10.2.1 Provide a Local Economic Development Strategy, including tourism.		Executive Manager Community & Economic Development	●	●			
10.3 Support local business to thrive.	10.3.1 Implement the shire buy-local purchasing policy to support local business.		Chief Executive Officer	●	●	●	●	●

Outcome 11 – Access to quality education and work opportunities

Objectives		Actions		Linked strategies	Responsible	Timing				
						23/24	24/25	25/26	26/27	27+
11.1	Facilitate improved access to education and job opportunities for everyone.	11.1.3	Provide traineeships within the Shire organisation.		Chief Executive Officer	●	●	●	●	●

Outcome 12 – Bridgetown-Greenbushes is regarded to be a major tourist destination

Objectives	Actions		Linked strategies	Responsible	Timing				
					24/25	25/26	26/27	27/28	29+
12.1 Reposition Bridgetown as a major tourist destination.	12.1.1	Fund the Warren Blackwood Alliance of Councils to promote the region as a major tourist destination.		Chief Executive Officer	●	●	●	●	●
12.2 Improve tourism infrastructure and services.	12.2.1	Support the ongoing development of 154 Hampton Street (Puzzletown 6255)		Chief Executive Officer	●				
12.2 Improve tourism infrastructure and services (continued).	12.2.1	Provide planning and design for a stage at Memorial Park to support local festivals and events.		Principal Project Manager			●		
	12.2.2	Reconstruct the concrete pathway and steps to Bridgetown Cenotaph		Executive Manager Infrastructure			●		
	12.2.3	Provide new double electric BBQ, gazebo, lighting, tables and seating at Blackwood River Park		Principal Project Manager		●			
12.3 Develop and promote festivals, events and trails that showcase the areas natural assets and core competencies.	12.3.1	Advocate for Cinefest Oz to host films in Bridgetown.		Chief Executive Officer & Executive Manager Community & Economic Development		●			
	12.3.2	Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art Trail, Festival of Country Gardens, culinary trails, etc.).		Chief Executive Officer & Executive Manager Community & Economic Development	●	●	●	●	●

		12.3.3	Facilitate development and promotion of more water based tourism around the Blackwood river (e.g. sporting events and festivals).									
		12.3.4	Provide installation of multi-colour up lights under street trees in footpaths on Hampton Street between Steere Street and Stewart Street	Place Plan	Principal Project Manager							

Outcome 13 – Proactive, visionary leaders who respond to community needs

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
13.1	Strengthen leadership and advocacy.	13.1.1	Communicate a clear vision for Bridgetown Greenbushes with regular updates to the community.		Chief Executive Officer	●	●	●		
		13.1.3	Provide a biennial Councillor study tour to benchmark practices in leading Councils.		Chief Executive Officer		●		●	
13.2	Embrace innovation and a <i>can do</i> culture.	13.2.1	Implement the recommendations of the IT system assessment.		Chief Executive Officer	●				
		13.2.2	Promote the opportunity for community members and groups to bring innovative ideas forward for discussion.		Chief Executive Officer	●	●	●		

Outcome 14 – Effective governance and financial management

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
14.1	Achieve excellence in organisational performance and service delivery (continued).	14.1.1	Provide a bi-annual review of the Customer Service Charter to ensure it is aligned with changing community needs and expectations.		Chief Executive Officer		●		●	
		14.1.2	Provide annual report on customer service improvements to meet performance gaps.		Chief Executive Officer	●	●	●		
		14.1.3	Provide construction of the new depot workshop, office and other infrastructure due to fire damage		Chief Executive Officer & Principal Project Manager	●	●			

Outcome 15 – A well informed and engaged community

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
15.1	Engage the community in a meaningful and timely way using appropriate communication and consultation channels.	15.1.4	Provide a biennial community survey to benchmark service levels and assess community priorities.		Chief Executive Officer		●		●	

Outcome 16 – An engaged and effective workforce

Objectives		Actions		Linked strategies	Responsible	Timing				
						24/25	25/26	26/27	27/28	29+
16.1	Attract, train, develop and retain a skilled and effective workforce.	16.1.1	Provide a major review of the Workforce Plan, including an employee engagement survey to benchmark performance levels and assess employee priorities.		Chief Executive Officer			●		
		16.1.2	Provide an annual update to the Workforce Plan.		Chief Executive Officer	●	●	●	●	●

ITEM 19 INFRASTRUCTURE

19.2 Repeal Policy PES 3 - Private Works by Council

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Steele Alexander, Executive Manager, Infrastructure

Attachments 1. PES 3 - Private Works by Council [↓](#)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

OFFICER RECOMMENDATION

That Council repeal the "PES 3 - Private Works by Council" Policy.

IN BRIEF

The "PES 3 - Private Works by Council Policy" governs the provision of private works by the Council to residents, organisations, and other entities. However, due to several reasons, it is proposed that this policy be repealed. These reasons include:

1. The execution of private works is an operational matter, not a governance issue requiring council policy.
2. The costs associated with private works are already delineated in the council's fees and charges schedule, making the policy redundant.
3. The FM 4 purchasing policy now contains provisions that prevent council employees from competing with local businesses, aligning with the competition neutrality policy.
4. The shire's resources are stretched to capacity, focusing on public works; offering private works exacerbates resource constraints and can impact the shire's ability to deliver on its core responsibilities. The shire should not be raising the expectations of the public that we have employees available to perform these extra works.
5. Repealing the policy does not mean that the shire cannot perform private works on a fee for service basis. It just means that we will not be advertising the service in the form of a corporate policy.

BACKGROUND

The "PES 3 - Private Works by Council Policy" was originally adopted on September 25, 2003, and was last reviewed on November 26, 2020. This policy outlines procedures for undertaking private works requests and ensures compliance with competitive neutrality principles, thereby avoiding direct competition with local businesses.

However, significant changes in operational and strategic environments since its adoption warrant reconsideration of the policy's relevance and necessity.

1. Operational Nature of Private Works

The execution and management of private works are inherently operational activities. As operational tasks, they fall under the purview of the administrative arm of the Council, rather than requiring a formal policy decision by the Council itself. Given this nature, operational matters should be managed through internal administrative processes rather than Council-level governance, streamlining decision-making and resource allocation.

2. Redundancy in Fees and Charges

The costs associated with private works are comprehensively outlined in the Council's Fees and Charges schedule. This schedule already provides transparency and structure to the pricing of private works, rendering a separate policy unnecessary. Repealing the policy would not affect the clear delineation of charges but would eliminate redundant layers of regulation.

3. Alignment with the FM 4 Purchasing Policy

The recently updated FM 4 Purchasing Policy incorporates directives to avoid competition with local businesses and contractors. This directive aligns with the objectives of competitive neutrality. As this policy already guides operational decisions and procurement practices, it negates the need for the "PES 3 - Private Works by Council Policy" to serve a similar purpose, thereby avoiding duplication and potential conflicts.

4. Resource Allocation and Capacity Constraints

The Shire's employees are tasked with a broad range of public works and services essential to the community's functioning and development. The added responsibility of undertaking private works for individuals or organisations imposes additional strain on limited resources. This can lead to delays or reduced quality in the execution of public works, as private works could detract from the Shire's primary commitments. Eliminating the policy will enable a more focused and efficient allocation of resources towards public services.

COMMENT

Repealing the "PES 3 - Private Works by Council Policy" is a prudent decision that aligns with best practices in governance and operational efficiency. It ensures that the Council can focus on its core responsibilities while administrative and operational tasks are managed appropriately through internal processes. Additionally, it supports local businesses by preventing potential conflicts of interest and competition, thereby fostering a more robust and supportive local economy.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

PES 3 - Private Works by Council

FINANCIAL IMPLICATIONS- NIL

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

14.1 Achieve excellence in organisational performance and service delivery.

CORPORATE BUSINESS PLAN - NIL

LONG TERM FINANCIAL PLAN - NIL

ASSET MANAGEMENT PLANS - NIL

WORKFORCE PLAN - NIL

RISK MANAGEMENT

The overall risk in repealing the policy “PES 3 - Private Works by Council” is considered low since the matters are addressed in other policies and operational procedures.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Critical 15	Catastrophic 20	Catastrophic 25
	4 Likely	Moderate 4	High 8	High 12	Critical 16	Catastrophic 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Critical 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5



PES 3 – Private Works by Council

1 Objectives

- To outline the procedures for undertaking Private Works requests by residents, organisation, and others.
- To ensure that any Private Work complies with the Western Australian Policy on Competition Neutrality.
- “The objective of the Competitive Neutrality Policy is the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities: Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership.”
- To ensure Council does not directly compete with local businesses or contractors.
- To ensure a mechanism is in place to supply a project estimate and receive payment for any Private Work.

2 Policy

The CEO (or nominated officer) is to determine whether work constitutes “private works” or “minor works”. Minor works encompasses works such as driveway grading, tree removal, drainage maintenance, etc and is charged on an hourly rate in accordance with Council’s Schedule of Fees & Charges.

All private works jobs will be costed independently to the client, (where it is acknowledged the client might be a Shire employee or Councillor).

All works will be costed in accordance with Council’s published schedule of rates and charges (inclusive of 30% private works ‘mark-up’, profit and GST).

A project estimate shall be provided to the client, in writing, outlining the costs, the timeframe, clearly state that this is an “ESTIMATE ONLY”, and shall include provision for recouping additional money should the cost of the project exceed the estimate.

A timeframe must also be provided to the client as to when the works can be undertaken. No Private Works shall take precedent over the completion of Council’s annual works program.

All private works jobs will be performed, supervised and timesheets checked and the account issued independently to the client, (where it is acknowledged the client might be a Shire employee or Councillor). Any variations will be authorised by the client in writing before they are performed.

No plant or equipment will be hired on a ‘dry hire’ basis.

Standard practice is that fees & charges are paid ‘up-front’ prior to the service or work being undertaken. In the case of minor works, delaying commencement of work until the client has paid the necessary fee can be impractical. Often the necessary machinery is on or adjacent to the site where minor works are proposed. The CEO (or nominated officer) is therefore authorised to proceed with minor works jobs prior to payment being received.



3 Applicable Legislation and Documents

Act	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.16(2)(b) – Imposition of fees and charges
Regulation	N/A
Local Law	N/A
Shire Policies	PES 2 – Private Works Plant and Equipment Accessed by Shire Staff
Related Documents	Shire of Bridgetown-Greenbushes 2022/23 Fees and Charges
Related Procedure	N/A

4 Administration

Original Adoption Date	25 September 2003
Last Reviewed	26 November 2020
Scheduled Reviewed Date	27 April 2023